

Welcome to E-Grants RTAP Training



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RTAP Requests Agenda

- RTAP Purpose and Resources
- RTAP Program Mission
- RTAP Procedures and Application
- Presentation on RTAP Scholarship\Materials Requests
- Presentation on RTAP Scholarship\Materials Invoicing

RTAP Program - Purpose & Resources

- **Purpose**

The Rural Transit Assistance Program (49 U.S.C. 5311(b)(3)) is funded through the Federal Transit Administration (FTA) and offers training, technical assistance, and research opportunities as well as other support services to improve the delivery of transit services in non-urbanized areas.

- **Resources**

The [National RTAP](#) website offers many valuable resources such as toolkits, a Resource Library, and e-learning opportunities.

The [Arizona Transit Association \(AzTA\)](#) and [SEAGO](#) websites offer resources and training opportunities for Arizona transit providers.

[Community Transportation Association of America \(CTAA\)](#) website offers resources and training opportunities for transit providers.

RTAP Program Mission

The mission of the Arizona State RTAP is to enhance and develop the skills and abilities of the persons involved in providing passenger service in rural Arizona.

- To promote the safe and effective delivery of training for the 5311 and 5310 grantees.
- To foster the development of state and local capacity for addressing the training and technical assistance needs of the rural/small urban transportation community.
- To improve the quality of information through the development of training and technical assistance resource materials.

RTAP Program Mission (Cont)

- To facilitate peer-to-peer self-help through the development of local networks of transit professionals.
- To support the coordination of public, private, specialized and human service transportation services.
- To provide necessary training materials, a network of certified trainers, and scholarships for training events and conferences.

RTAP Procedures

- Requests for training must be submitted by the agency in the E-Grants System at least 30 days prior to training attendance and reimbursement for training expenses must be submitted within 45 days of training.
- All training requests will follow the procedure outlined in the [RTAP Policy & Procedures Handbook](#).
- For additional information on program training requirements or to request training, contact the RTAP Training Coordinator at RTAP@azdot.gov or 602-712-7385.

RTAP Program - Requests

E-Grants Application Procedures

- All agencies should have one RTAP 2021 application in E-Grants. The RTAP 2021 application will continue to be used for the next two years.
- This application will be used by the entire agency for requesting:
 - Scholarship funding for all the staff
 - Training materials
 - Other training requests.
- Users with the following User Roles may apply for an RTAP application and submit unlimited requests in E-Grants during the entire application period:
 - ***AGENCY Organization Administrator***
 - ***AGENCY Authorized Official***
 - ***AGENCY Financial Officer***

Note: The Grant Writer role cannot submit RTAP Requests.

RTAP Program - Additional Information

- To be eligible to receive a RTAP Scholarship, requestors must be an active Arizona ADOT Transit grantee/subrecipient supporting rural transit. FTA funded tribal transit grantees may also request RTAP scholarships.
- Agencies will be limited to five (5) scholarship training events per year. Attendance is typically limited to two (2) individuals per event. Driver and dispatch training is not included in these restrictions. A maximum of two (2) out of state travel training events will be considered per agency.
- When submitting a request for more than two attendees, add a 2nd training request for the additional staff you would like to add to a Wait List. Add a comment stating the request is for the Wait List.

RTAP Program - Additional Information Con't

- If using an agency vehicle, Fuel charges are eligible for reimbursement, but not mileage.
- If you are renting a vehicle, you will be required to submit a **Vehicle Rental Approval Form**, that can be found on the ADOT RTAP website.
- For Out of State Conferences requiring flight expenses, only include ground transportation to and from the airport in the mileage.

Login to E-Grants



Welcome to E-Grants

This is E-Grants, ADOT's Grant Management Software for Grant applications and overall management for the grant lifecycle. At this time, the E-Grants system is only available to accept transit grant applications.

Please note that Internet Explorer is the only supported browser for E-Grants. Using other browsers may cause technical issues.

Steps to Get Started:

- The initial registration for your organization must be completed by an Organization Administrator for the organization; e.g. Program Director
- Once the Organization Administrator registers the organization, they will receive an email *Notification of Access Approval* from the online systems administrator
- Once your organization is registered in the system, you can apply for grants, complete/submit reports and submit requests for reimbursement.

New Users Register [HERE](#)

Login

Username

Password

[New User Registration](#)

[Forgot Password?](#)

Use Google Chrome to Access E-Grants

<https://egrants.azdot.gov>

Login with Username & Password

If you have not created a 2021 RTAP application, follow these steps.
If you already have an active 2021 RTAP application, skip these steps.

RTAP Application - My Home Screen

E-GRANTS ADOT

My Home | My Applications | My Reimbursement Requests

My Organization(s) | My Profile | Logout

SHOW HELP

Welcome Diane Test
AGENCY Financial Officer
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Diane Test, please choose an option below.

View Available Applications

You have **29** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Click on **VIEW OPPORTUNITIES**.

If you have not created a 2021 RTAP application, follow these steps.
If you already have an active 2021 RTAP application, skip these steps.

RTAP Application - Scroll down the View Opportunities.

RTAP Period:

07/01/2020-01/15/2022

RTAP Due Date:

not set

Description:

The Rural Transit Assistance Program (49 U.S.C. 5311(b)(3)) is funded through the Federal Transit Administration (FTA) and offers training, technical assistance, and research opportunities as well as other support services to improve the delivery of transit services in non-urbanized areas.

The [National RTAP](#) website offers many valuable resources such as toolkits, a Resource Library, and e-learning opportunities.

The [Arizona Transit Association \(AzTA\)](#) website offers resources and training opportunities for Arizona transit providers.

The mission of the Arizona State RTAP is to enhance and develop the skills and abilities of the persons involved in providing passenger service in rural Arizona.

- To promote the safe and effective delivery of training for the 5311 and 5310 grantees.
- To foster the development of state and local capacity for addressing the training and technical assistance needs of the rural/small urban transportation community.
- To improve the quality of information through the development of training and technical assistance resource materials.
- To facilitate peer-to-peer self-help through the development of local networks of transit professionals.
- To support the coordination of public, private, specialized and human service transportation services.
- To provide necessary training materials, a network of certified trainers, and scholarships for training events and conferences.

Requests for training must be approved by the RTAP Coordinator at least 30 days prior to attendance and reimbursement for training expenses must be submitted within 30 days of training.

All training requests will follow the procedure outlined in the [RTAP Policy & Procedures Handbook](#). For additional information on program training requirements or to request training, contact the RTAP Training Coordinator at RTAP@azdot.gov.

APPLY NOW

NOT INTERESTED

Click on the Application **APPLY NOW**.

If you already have an active 2021 RTAP application follow these steps.

RTAP Application – Click on My Applications

E-GRANTS
ADOT

My Home **My Applications** My Reimbursement Requests My GAEs My Assets
My Reports | My Administration | My Training Materials | My Organization(s) | My Profile | Logout [SHOW HELP](#)

[Back](#)
My Applications
Use the search functionality below to find a specific Application.

Search Applications

Application Types: RTAP 2021: 2021
Application Name: 17
Person:
Status: -- Select --
Organization: Krystal
Year:

Export Results to: Screen Sort by: -- Select --

Number of Results 1

Document Type	Organization	Name	Current Status	Year
RTAP 1	Krystal Smith 1234	RTAP[07/2020-01/2022]smith12314-0017	RTAP Active	2021

Click on the Application Name link.

RTAP Application Scholarship Request

RTAP Application – Scholarship Request



E-GRANTS ADOT

My Home | My Applications | My Reimbursement Requests

My Organization(s) | My Profile | Logout

SHOW HELP

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

[Back](#)

RTAP Menu - Forms

Please complete all required forms below.

Document Information: [RTAP\[07/2020-06/2022\]Delane.Org*-0007](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	RTAP Requests			
	Training and Events			
	Materials and Other Training Requests			

Under the **Forms** menu, click on **Training and Events**.

RTAP Application – Scholarship Request

The screenshot shows the RTAP application interface. At the top, there is a banner for "E-GRANTS" with the ADOT logo. Below the banner, there are navigation links: "My Home", "My Applications", and "My Reimbursement Requests" on the left, and "My Organization(s)", "My Profile", and "Logout" on the right. A secondary navigation bar contains links for "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages".

The main content area is titled "RTAP - Scholarships" and includes a "Back" link and the instruction "Fill out the stuff below". There are two dropdown menus for "Status:" and "Training Type:", an "Invoices Due Now:" checkbox, and a "FILTER" button.

Below the form is a table with one row of organization details:

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007	Email Address: dohde@azdot.gov Phone Number: (760) 238-3503	Expiration Date: 06/30/22
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The system displays the organization's main Email and Phone Number. Confirm this information is correct.

RTAP Application – Scholarship Request

E-GRANTS ADOT


My Home My Applications My Reimbursement Requests My Organization(s) My Profile Logout

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

[Back](#)
RTAP - Scholarships
Fill out the stuff below

Status: Training Type:

Invoices Due Now:

 Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007	Email Address: dohde@azdot.gov	Phone Number: (760) 238-3503	Expiration Date: 06/30/22
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Click on the Plus Sign next to your organization name.

RTAP Application – Scholarship Request

My Home My Applications My Reimbursement Requests

E-GRANTS ADOT

My Organization(s) My Profile Logout

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

RTAP - Scholarships

Fill out the stuff below

Status: Training Type:

Invoices Due Now:

FILTER

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007	Email Address: dohde@azdot.gov	Phone Number: (760) 238-3503	Expiration Date: 06/30/22
+ New Training: New Request	Amount Requested: N/A		

Click on the Plus Sign next to **New Training: New Request**.

RTAP Application – Scholarship Request

Krystal Smith 1234: RTAP[07/2020-01/2022]smith12314-0017 Email: dohde@azdot.gov Phone: (123) 456-7890 Expiration: 01/15/23

AZTA ADOT Conference: Request In Progress Last Modified: 12/07/22 02:18:24 PM Amount Requested: N/A CHANGE STATUS **SAVE**

Reimbursement Due Date: N/A Review Date: N/A

Training Type: AZTA ADOT Conference Event Name: AZTA ADOT Conference Start Date: 04/03/2023 End Date: 04/05/2023

Training Location: Sheraton Mesa, Wrigleyville West Address: 860 N Riverview

Registration Fee: \$0.00 City: Mesa State: AZ

Event Brochure: [Test File.docx](#)
Choose File No file chosen

Comments:

ADOT Comments:

Complete the form and click **SAVE**.

RTAP Application – Scholarship Request

RTAP - Scholarships

Fill out the stuff below

Status: Training Type:

Invoices Due Now:

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request In Progress Last Modified: 11/20/20 01:28:04 PM Amount Requested: N/A

Reimbursement Due Date: N/A Review Date: N/A

Training Type: Event Name: Start Date: End Date:

Training Location: Address:

Registration Fee: City: State: Event Brochure: [Test File.docx](#)
 No file chosen

Comments:

ADOT Comments:

New Attendee

New Training: New Request Amount Requested: N/A

Click on the Plus Sign next to New Attendee.

RTAP Application – Scholarship Request

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request In Progress Last Modified: 11/20/20 01:28:04 PM Amount Requested: N/A

Reimbursement Due Date: N/A Review Date: N/A

Training Type: Event Name: Start Date: End Date:

Training Location: Address:

Registration Fee: City: State: Event Brochure: [Test File.docx](#)
 No file chosen

Comments:

ADOT Comments:

New Attendee

Name: Title: Are you using an agency vehicle? Yes No

Conference/Training Hotel Rate or Out of State travel? Yes No Map Link:

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312		\$85.00	\$25.00		
Reimbursement Actual										

Backup Documentation: No file chosen Paid:

New Training: New Request Amount Requested: N/A

Complete the top section and the Pre-Approval Estimated row of the New Attendee form.

Click **SAVE**.

RTAP Application – Scholarship Request

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request In Progress Last Modified: 11/20/20 01:28:04 PM Amount Requested: \$993.84 CHANGE STATUS SAVE

Reimbursement Due Date: N/A Review Date: N/A

Training Type: AZTA ADOT Conference Event Name: AZTA ADOT Conference Start Date: 12/14/2020 End Date: 12/16/2020

Training Location: Phoenix Address: 1122 N 22d Ave

Registration Fee: \$85.00 City: Phoenix State: AZ Event Brochure: Test File.docx
Choose File No file chosen

Comments:

ADOT Comments:

Sam Smith Last Modified: 11/20/20 01:39:28 PM SAVE DELETE

Name: Sam Smith Title: Transit Manager Are you using an agency vehicle? Yes No

Conference/Training Hotel Rate or Out of State travel? Yes No Map Link: <https://www.google.com/maps/dir/Goodyear,+AZ/1120+N+22nd+Ave,+Phoenix,+AZ+85009/@33.461386,-111.211111,15z>

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312	\$138.84	\$85.00	\$25.00	\$993.84	
Reimbursement Actual									\$0.00	

Backup Documentation: Choose Files No file chosen Paid:

+ New Attendee

New Training: New Request Amount Requested: N/A

For additional attendees, click on the Plus Sign next to New Attendee.

RTAP Application – Scholarship Request

My Home My Applications My Reimbursement Requests

ADOT

My Organization(s) My Profile Logout

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

RTAP - Scholarships

Fill out the stuff below

Status: Training Type:

Invoices Due Now:

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request In Progress Last Modified: 11/20/20 01:28:04 PM Amount Requested: \$1,848.84

Reimbursement Due Date: N/A Review Date: N/A

Training Type: AZTA ADOT Conference Event Name: AZTA ADOT Conference Start Date: 12/14/2020 End Date: 12/16/2020

Training Location: Phoenix Address: 1122 N 22d Ave

Registration Fee: \$85.00 City: Phoenix State: AZ Event Brochure: Test File.docx

Comments:

ADOT Comments:

Sam Smith Last Modified: 11/20/20 01:39:28 PM

Name: Sam Smith Title: Transit Manager Are you using an agency vehicle? Yes No

Request Cancelled
Request Submitted

After entering all the attendees, submit the request for approval by selecting **Request Submitted** then click on **CHANGE STATUS**.

RTAP Application – Scholarship Request

The screenshot displays the RTAP application interface. At the top, a warning message from 'azshared.agatesoftware.com' is shown, stating: 'WARNING-The training date you have requested is within 30 days. Approval for this training will be at the discretion of ADOT Transit due to the limited processing time.' The 'OK' button in this message is highlighted with a red box. Below the warning, the user is logged in as 'Delane Org' with the email 'dohde@azdot.gov'. The main form is titled 'AZTA ADOT Conference: Request In Progress' and includes the following fields: Reimbursement Due Date: N/A, Review Date: N/A, Training Type: AZTA ADOT Conference, Event Name: AZTA ADOT Conference, Start Date: 12/14/2020, End Date: 12/16/2020, Training Location: Phoenix, Address: 1122 N 22d Ave, Registration Fee: \$85.00, City: Phoenix, State: AZ, and Amount Requested: \$1,848.84. There are also buttons for 'Request Submitted', 'CHANGE STATUS', and 'SAVE'. A 'Comments' field and an 'ADOT Comments' field are also present.

The system will give you a warning message, if the requested training is within 30 days. *“Approval for this training will be at the discretion of ADOT Transit due to the limited processing time.”* Click on **OK**, if you receive this message.

RTAP Application – Scholarship Request

RTAP - Scholarships

Fill out the stuff below

Status: Training Type:
Invoices Due Now:

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference **Request Submitted** Last Modified: 11/20/20 02:07:46 PM Amount Requested: \$1,848.84

Reimbursement Due Date: N/A Review Date: N/A

Training Type: Event Name: Start Date: End Date:

Training Location: Address:

Registration Fee: City: State: Event Brochure: [Test File.docx](#)
 No file chosen

Comments:

ADOT Comments:

Sam Smith Last Modified: 11/20/20 02:07:46 PM

Name: Title: Are you using an agency vehicle? Yes No

Conference/Training Hotel Rate or Out of State travel? Yes No Map Link:

Your request is now in Request Submitted status and will be reviewed by ADOT Transit.

RTAP Application Materials Request

RTAP Application – Materials Request

The screenshot shows the ADOT E-GRANTS application interface. At the top, there is a banner with the text 'E-GRANTS' and the ADOT logo. Below the banner, there are navigation links: 'My Home', 'My Applications', and 'My Reimbursement Requests'. On the right side, there are links for 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. A secondary navigation bar contains links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The main content area starts with a 'Back' button and the title 'RTAP Menu - Forms'. Below this, a message states 'Please complete all required forms below.' and 'Document Information: RTAP[07/2020-06/2022]Delane Org*-0007'. A 'Details' button is also present. The 'Forms' section contains a table with the following structure:

Status	Page Name	Note	Created By	Last Modified By
	Training and Events			
	Materials and Other Training Requests			

The 'Materials and Other Training Requests' link is highlighted with a red rectangular box.

Under the **Forms** Menu, Click on **Materials and Other Training Requests**.

RTAP Application – Materials Request

E-GRANTS

ADOT

My Home My Applications My Reimbursement Requests

My Organization(s) | My Profile | Logout

Menu Forms Menu Status Changes Management Tools Related Documents and Messages


Back

RTAP - Materials

Fill out the stuff below


Status:

Invoices Due Now:

 Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007	Email Address: dohde@azdot.gov	Phone Number: (760) 238-3503	Expiration Date: 06/30/22
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Click on the Plus Sign next to your organization name.

RTAP Application – Materials Request

E-GRANTS 

My Home | My Applications | My Reimbursement Requests My Organization(s) | My Profile | Logout

[Menu](#) | [Forms Menu](#) | [Status Changes](#) | [Management Tools](#) | [Related Documents and Messages](#)

[Back](#)
RTAP - Materials
Fill out the stuff below

Status:
Invoices Due Now: [FILTER](#)

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov | Phone Number: (760) 238-3503 | Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
					<input type="checkbox"/>			<input type="button" value="Choose File"/> No file chosen		N/A		New Request	<input type="button" value="SAVE"/>

Comment

ADOT Comment

Complete the RTAP Materials request form and attach an estimate as Supporting Documentation, then click **SAVE**.

RTAP Application – Materials Request

RTAP - Materials

Fill out the stuff below

Status:

Invoices Due Now:



Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00		Choose File No file chosen		N/A		Request In Progress <input type="text" value="Request In Progress"/> <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		Choose File No file chosen		N/A		Request In Progress <input type="text" value="Request In Progress"/> <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
					<input type="checkbox"/>			Choose File No file chosen		N/A		New Request <input type="text" value="New Request"/> <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>

Comment

ADOT Comment

If you are requesting **ADOT Transit** purchase the Materials Request for you (ADOT Procured), select the checkbox for **ADOT Pro** and enter the name of the company you would like ADOT to purchase the materials from in the **Comments** section.

RTAP Application – Materials Request

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00		Choose File No file chosen		N/A		Request In Progress Request Cancelled Request Submitted	SAVE
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		Choose File No file chosen		N/A		CHANGE STATUS	SAVE
					<input type="checkbox"/>			Choose File No file chosen		N/A		New Request	SAVE

Select **Request Submitted** from the Status dropdown list, then click on **Change Status**.

RTAP Application – Materials Request

azshared.agatesoftware.com says
WARNING-The training date you have requested is within 30 days. Approval for this training will be at the discretion of ADOT Transit due to the limited processing time.

RTAP - Materials
Fill out the stuff below

Status:

Invoices Due Now:

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3603 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00		Choose File No file chosen		N/A		Request In Progress Request Submitted	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		Choose File No file chosen		N/A		Request In Progress CHANGE STATUS	<input type="button" value="SAVE"/>
					<input type="checkbox"/>			Choose File No file chosen		N/A		New Request	<input type="button" value="SAVE"/>

Comment

ADOT Comment

The system will give you a warning message, if the requested training is within 30 days. *“Approval for this training will be at the discretion of ADOT Transit due to the limited processing time.”* Click on **OK**, if you receive this message.

RTAP Application – Materials Request

RTAP - Materials

Fill out the stuff below

Status:

Invoices Due Now:

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00		<input type="button" value="Choose File"/> No file chosen		N/A		Request Submitted <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		<input type="button" value="Choose File"/> No file chosen		N/A		Request Submitted <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
					<input type="checkbox"/>			<input type="button" value="Choose File"/> No file chosen		N/A		New Request	<input type="button" value="SAVE"/>

Comment

ADOT Comment

Your request is now in Request Submitted status and will be reviewed by ADOT Transit.

Demonstration

Enter New RTAP Scholarship Request

Enter New RTAP Materials Request

Questions ?

THANK YOU!

E-Grants questions can be directed to:

Diane Ohde at dohde@azdot.gov

RTAP specific questions should be directed to:

Sarah Wuertz at RTAP@azdot.gov or 602-712-7385

BREAK

Up Next

RTAP Application Invoicing

Welcome to E-Grants RTAP Invoicing Training



Presenter: Sarah Wuertz
RTAP Administrator
rtap@azdot.gov
602-712-7385

Diane Ohde
E-Grants System Administrator
dohde@azdot.gov
602-712-7465

RTAP Invoicing Agenda

- RTAP Procedures and Application
- Presentation on RTAP Scholarship Invoicing
- Presentation on RTAP Materials Invoicing
- Demonstration on Submitting an Invoice for Scholarships and Materials in E-Grants

RTAP Invoicing Procedures

- Reimbursement invoices for training expenses must be submitted within 45 days after training is completed.
- All training invoicing must follow the procedures outlined in the [RTAP Policy & Procedures Handbook](#).

RTAP Program - Invoicing

E-Grants Application Procedures

- RTAP is a multi-year application that will be used by the entire agency for invoicing:
 - Scholarship funding for all the staff
 - Training materials
 - Other training requests
- The Agency will receive an email notification stating their Invoices can be submitted once their request has been approved and the training event has occurred.
- **IMPORTANT NOTICE:** There can only be one Invoice per Training Request. Please make sure you have all the backup documentation needed to submit your Scholarship invoice for all the attendees.
- There can only be one Reimbursement Request processed at a time, but if the first Reimbursement Request has been approved and submitted for payment, a second one for a different training request may begin its life and start going through the process steps.

RTAP Program - Invoicing

E-Grants Application Procedures (Cont)

- Any requests that have been approved can still be processed for payment even though the application is expired.
- Users with the following User Roles may submit invoices for an approved RTAP Request in E-Grants:
 - ***AGENCY Organization Administrator***
 - ***AGENCY Authorized Official***
 - ***AGENCY Financial Officer***

Note: The Grant Writer role cannot submit invoices.

RTAP - Invoicing Additional Information Regarding Supporting Documentation

- The backup documentation must match exactly to the penny what is submitted in the Actuals.
- If there are additional charges on your receipts that are not reimbursable, you must add a note stating you are not requesting reimbursement for those items. Or, if the amount exceeds the allowable expenses, you must also state you accept the allowable rate.
- The mileage actuals must also match what is on the **Map Link** up to the nearest mile.
- You are required to upload a Map Mileage PDF document.

Login to E-Grants



Welcome to E-Grants

This is E-Grants, ADOT's Grant Management Software for Grant applications and overall management for the grant lifecycle. At this time, the E-Grants system is only available to accept transit grant applications.

Please note that Internet Explorer is the only supported browser for E-Grants. Using other browsers may cause technical issues.

Steps to Get Started:

- The initial registration for your organization must be completed by an Organization Administrator for the organization; e.g. Program Director
- Once the Organization Administrator registers the organization, they will receive an email *Notification of Access Approval* from the online systems administrator
- Once your organization is registered in the system, you can apply for grants, complete/submit reports and submit requests for reimbursement.

New Users Register [HERE](#)

Login

Username

Password

[New User Registration](#)

[Forgot Password?](#)

Use Google Chrome to Access E-Grants

<https://egrants.azdot.gov>

Login with Username & Password

RTAP Application Scholarship Invoicing

RTAP Application – Scholarship Invoicing

E-GRANTS ADOT

My Home **My Applications** My Reimbursement Requests My GAEs My Assets

My Reports | My Administration | My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types: RTAP 2021: 2021

Application Name: 17

Person:

Status: -- Select --

Organization: Krystal

Year:

SEARCH CLEAR

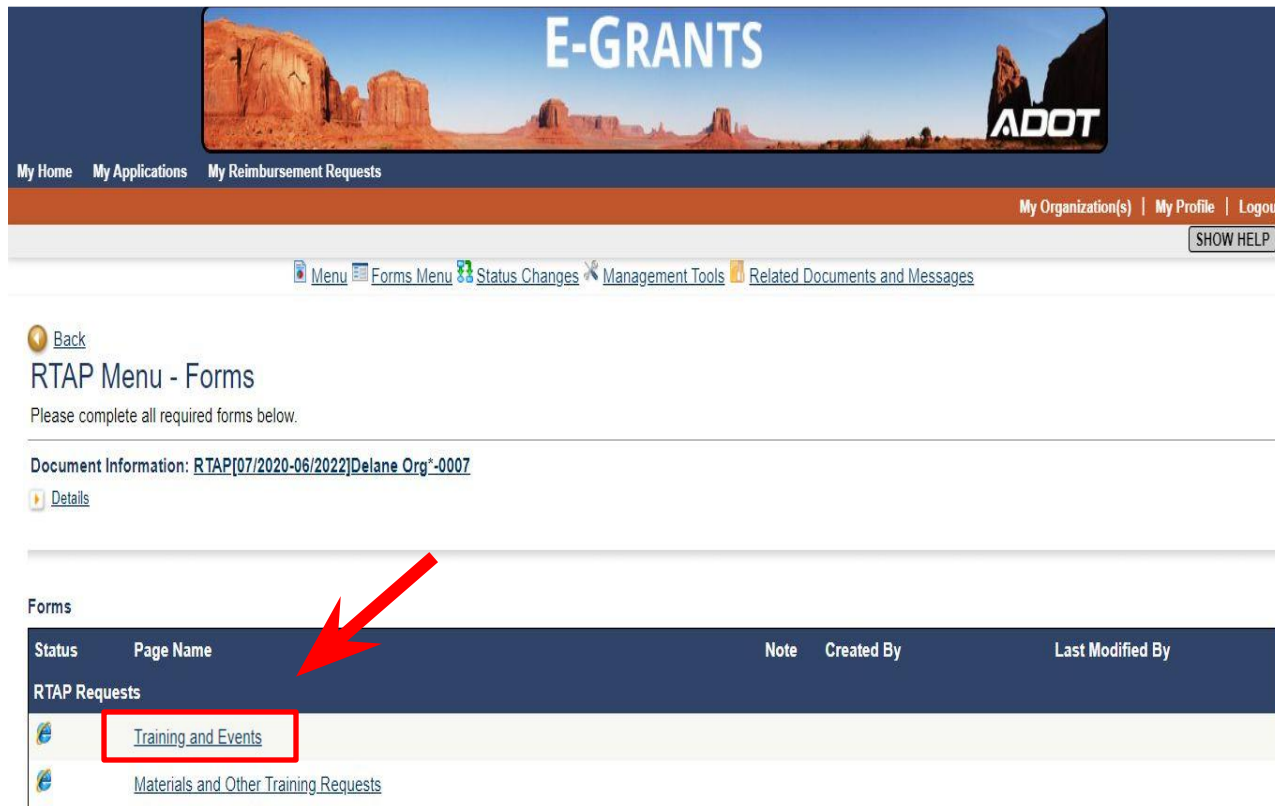
Export Results to: Screen Sort by: -- Select -- GO

Number of Results 1

Document Type	Organization	Name	Current Status	Year
RTAP	Krystal Smith 1234	RTAP[07/2020-01/2022]smith12314-0017	RTAP Active	2021

Navigate to your application.

RTAP Application – Scholarship Invoicing



The screenshot shows the RTAP application interface. At the top, there is a banner for 'E-GRANTS' with the ADOT logo. Below the banner, there are navigation links: 'My Home', 'My Applications', and 'My Reimbursement Requests'. On the right side, there are links for 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. Below these links, there are several menu items: 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The main content area is titled 'RTAP Menu - Forms' and includes a 'Back' link and a message: 'Please complete all required forms below.' Below this, there is a 'Document Information' section with the text 'RTAP[07/2020-06/2022]Delane.Org*-0007' and a 'Details' link. The 'Forms' section contains a table with the following columns: 'Status', 'Page Name', 'Note', 'Created By', and 'Last Modified By'. The table lists two forms: 'Training and Events' and 'Materials and Other Training Requests'. A red arrow points to the 'Training and Events' form, which is highlighted with a red box.

Status	Page Name	Note	Created By	Last Modified By
	RTAP Requests			
	Training and Events			
	Materials and Other Training Requests			

Under the **Forms** menu, click on **Training and Events**.

RTAP Application – Scholarship Invoicing

The screenshot shows the RTAP application interface. At the top, there is a banner for 'E-GRANTS' with the ADOT logo. Below the banner, there are navigation links: 'My Home', 'My Applications', and 'My Reimbursement Requests' on the left, and 'My Organization(s)', 'My Profile', and 'Logout' on the right. A secondary navigation bar contains links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The main content area is titled 'RTAP - Scholarships' and includes a 'Back' button and the instruction 'Fill out the stuff below'. There are two dropdown menus for 'Status:' and 'Training Type:'. Below these is a 'FILTER' button. A table lists organizations, with the first entry 'Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007' highlighted. A red box surrounds a plus sign icon next to the organization name, and a red arrow points to it. To the right of the organization name, the contact information is displayed: 'Email Address: dohde@azdot.gov', 'Phone Number: (760) 238-3503', and 'Expiration Date: 06/30/22'.

Click on the Plus Sign next to your organization name.

RTAP Application – Scholarship Invoicing




RTAP - Scholarships

Fill out the stuff below

Status: Training Type:

Invoices Due Now:

FILTER

 Dela	Org: RTAP[07/2020-06/2022]Delane Org*-0007	Email Address: dohde@azdot.gov	Phone Number: (760) 238-3503	Expiration Date: 06/30/22
	AZTA ADOT Conference: Request Approved	Last Modified: 11/25/20 10:52:14 AM	Amount Requested: \$1,848.84	
	New Training: New Request		Amount Requested: N/A	

Click on the Plus Sign next to the Training Request that was Approved.

RTAP Application – Scholarship Invoicing

RTAP - Scholarships

Fill out the stuff below

Status: Training Type:
Invoices Due Now:

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request Approved Last Modified: 11/25/20 10:52:14 AM Amount Requested: \$1,848.84

Reimbursement Due Date: 01/30/2021 Review Date: 11/25/2020

Training Type: Event Name: Start Date: End Date:

Training Location: Address:

Registration Fee: City: State: Event Brochure: [Test File.docx](#)
 No file chosen

Comments:

ADOT Comments:

Sam Smith Last Modified: 11/20/20 02:07:46 PM

Ginger Tobin Last Modified: 11/20/20 02:07:46 PM

New Training: New Request Amount Requested: N/A

Click the Plus Sign next to each attendee to view the Attendee section.

RTAP Application – Scholarship Invoicing

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request Approved Last Modified: 11/25/20 10:52:14 AM Amount Requested: \$1,848.84

Reimbursement Due Date: 01/30/2021 Review Date: 11/25/2020

Training Type: AZTA ADOT Conference Event Name: AZTA ADOT Conference Start Date: 12/14/2020 End Date: 12/16/2020

Training Location: Phoenix Address: 1122 N 22d Ave

Registration Fee: \$85.00 City: Phoenix State: AZ Event Brochure: [Test File.docx](#)
 No file chosen

Comments:

ADOT Comments:

Sam Smith Last Modified: 11/25/20 04:27:32 PM

Name: Sam Smith Title: Transit Manager Are you using an agency vehicle? Yes No

Conference/Training Hotel Rate or Out of State travel? Yes No Map Link: <https://www.google.com/maps/dir/Goodyear,+AZ/1120+N+22nd+Ave,+Phoenix,+AZ+85009/@33.461386,-111>

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312	\$138.84	\$85.00	\$25.00	\$993.84	
Reimbursement Actual	12/14/2020	12/16/2020	\$650.00	\$130.00	312	\$138.84	\$85.00	\$35.00	\$1,038.84	

Backup Documentation: No file chosen Paid:

Attendee Uploads:

Ginger Tobin Last Modified: 11/25/20 04:27:45 PM

Name: Ginger Tobin Title: Assistant Transit Manager Are you using an agency vehicle? Yes No

Conference/Training Hotel Rate or Out of State travel? Yes No Map Link: <https://www.google.com/maps/dir/Goodyear,+AZ/1120+N+22nd+Ave,+Phoenix,+AZ+85009/@33.461386,-111>

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312	\$0.00	\$85.00	\$25.00	\$855.00	
Reimbursement Actual	12/14/2020	12/16/2020	\$650.00	\$125.00	312	\$0.00	\$85.00	\$30.00	\$890.00	

Backup Documentation: No file chosen Paid:

Attendee Uploads:

For each attendee:

- Enter the training actuals into the **Reimbursement Actual** row.
- Enter optional comments.
- Attach **Backup Documentation**. (**Make sure backup documentation matches Actuals entered**)
- Click on **SAVE**.

RTAP Application – Scholarship Invoicing

Delane Org: RTAP[07/2020-06/2022]Delane Org^-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference: Request Approved Last Modified: 11/25/20 10:52:14 AM Amount Requested: \$1,848.84

Reimbursement Due Date: 01/30/2021 Review Date: 11/25/2020

Training Type: AZTA ADOT Conference Event Name: AZTA ADOT Conference Start Date: 12/14/2020 End Date: 12/16/2020

Training Location: Phoenix Address: 1122 N 22d Ave

Registration Fee: \$85.00 City: Phoenix State: AZ Event Brochure: Test File.docx

Comments:

ADOT Comments:

Sam Smith Last Modified: 11/25/20 04:27:32 PM

Name: Sam Smith Title: Transit Manager Are you using an agency vehicle? Yes No

Conference/Training Hotel Rate or Out of State travel? Yes No Map Link: <https://www.google.com/maps/dir/Goodyear,+AZ/1120+N+22nd+Ave,+Phoenix,+AZ+85009/@33.461386,-1>

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312	\$138.84	\$85.00	\$25.00	\$993.84	
Reimbursement Actual	12/14/2020	12/16/2020	\$650.00	\$130.00	312	\$138.84	\$85.00	\$35.00	\$1,038.84	

Backup Documentation: Choose Files No file chosen

Paid:

Attendee Uploads

Test File.docx

Ginger Tobin Last Modified: 11/25/20 04:27:45 PM

Name: Ginger Tobin Title: Assistant Transit Manager Are you using an agency vehicle? Yes No

Conference/Training Hotel Rate or Out of State travel? Yes No Map Link: <https://www.google.com/maps/dir/Goodyear,+AZ/1120+N+22nd+Ave,+Phoenix,+AZ+85009/@33.461386,-1>

After entering Actuals and attaching Backup Documentation for **ALL** the attendees, select **Invoice Submitted to ADOT** from dropdown list, then click on **CHANGE STATUS**.

RTAP Application – Scholarship Invoicing

The screenshot displays a web application interface for RTAP (Request for Training Assistance Program) scholarship invoicing. A modal dialog box is open, titled "azshared.agatesoftware.com says", with the text: "As required by 2 CFR 200.415, by clicking okay below, the grantee is signing this report." The dialog contains a certification statement: "I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I have engaged in local and regional coordination activities to the best of my ability. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal and civil penalties." The "OK" button in the dialog is highlighted with a red square. The background form shows a reimbursement request for "AZTA ADOT Conference" with a status of "Request Approved" and an amount of \$1,848.84. The form includes fields for Training Type, Event Name, Start Date, End Date, Training Location, Address, Registration Fee, City, and State. A "Comments" field and an "ADOT Comments" field are also present. The user's name is "Sam Smith" and their title is "Transit Manager".

Click **OK**, to certify the invoice is true, complete, and accurate . . .

RTAP Application – Scholarship Invoicing

Delane Org: RTAP[07/2020-06/2022]Delane Org* 0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

AZTA ADOT Conference Invoice Submitted to ADOT Last Modified: 11/27/20 12:47:55 PM Amount Requested: \$1,928.84

Reimbursement Due Date: 01/30/2021 Review Date: 11/25/2020 Invoice Submitted: 11/27/20 by DianeTest OhdeTest

Training Type: AZTA ADOT Conference Event Name: AZTA ADOT Conference Start Date: 12/14/2020 End Date: 12/16/2020

Training Location: Phoenix Address: 1122 N 22d Ave

Registration Fee: \$85.00 City: Phoenix State: AZ Event Brochure: Test File.docx

Comments:

ADOT Comments:

Sam Smith Last Modified: 11/27/20 12:47:55 PM

Name: Sam Smith Title: Transit Manager Are you using an agency vehicle? Yes No

Conference/Training Hotel Rate or Out of State travel? Yes No Map Link: <https://www.google.com/maps/dir/Goodyear,+AZ/1120+N+22nd+Ave,+Phoenix,+AZ+85009/@33.461386,-1>

	Departure	Return	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	12/14/2020	12/16/2020	\$625.00	\$120.00	312	\$138.84	\$85.00	\$25.00	\$993.84	
Reimbursement Actual	12/14/2020	12/16/2020	\$650.00	\$130.00	312	\$138.84	\$85.00	\$35.00	\$1,038.84	

Backup Documentation: Choose Files No file chosen Paid:

Attendee Uploads

Test File.docx

Ginger Tobin Last Modified: 11/27/20 12:47:55 PM

Your Invoice is now in Invoice Submitted to ADOT status and will be reviewed by ADOT Transit.

RTAP Application – Scholarship Invoicing

AZTA ADOT Conference: Invoice Paid Last Modified: 08/16/21 10:02:41 AM

RTAPRRAug-2021-Emmanuel Test Org-00578 ← Amount Paid: \$156.68 ←

Reimbursement Due Date: 10/15/2021 Review Date: 08/16/2021 Invoice Submitted: 08/16/21 by Aaron Silva

Training Type: AZTAADOT Conference Event Name: AZTAADOT Conference Start Date: 08/01/2021 End Date: 08/31/2021

Training Location: Goodyear Address: 123 Test St

Registration Fee: \$125.00 City: Goodyear State: AZ

Event Brochure: [New - Copy.docx](#)
Choose File No file chosen

Comments: This is a comment

ADOT Comments:

Aaron Silva Last Modified: 08/16/21 10:02:38 AM

Name: Aaron Silva Title: IA Are you using an agency vehicle? Yes No

Conference/Training Hotel Rate or Out of State travel? Yes No Map Link: IA

	Departure (MM/DD/YYYY)	Return (MM/DD/YYYY)	Lodging	Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated	08/01/2021	08/31/2021	\$0.00	\$25.00	15	\$6.68	\$125.00	\$0.00	\$156.68	
Reimbursement Actual	08/01/2021	08/31/2021	\$0.00	\$25.00	15	\$6.68	\$125.00	\$0.00	\$156.68	

Backup Documentation: Choose Files No file chosen

Paid: \$156.68 ←
Date Paid: 08/14/2021 ←

Attendee Uploads

- Reimbursement Request link
- Paid Amounts & Date

RTAP Training Scholarship Invoicing Demonstration

Questions ?

THANK YOU!

E-Grants questions can be directed to:

Diane Ohde at dohde@azdot.gov

RTAP specific questions should be directed to:

Sarah Wuertz at RTAP@azdot.gov or 602-712-7385

RTAP Application Materials Invoicing

RTAP Application – Materials Invoicing

E-GRANTS

My Home **My Applications** My Reimbursement Requests

My Organization(s) | My Profile | Logout

SHOW HELP

Back

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types: RTAP: 2020

Application Name:

Status: -- Select --

Organization: Delane

Year:

SEARCH CLEAR

Export Results to: Screen Sort by: -- Select -- GO

Number of Results 1

Document Type	Organization	Name	Current Status	Year
RTAP 1	Delane Org	RTAP[07/2020-06/2022]Delane Org*-0007	RTAP Active	2020

Navigate to your application.

RTAP Application – Materials Invoicing

The screenshot shows the RTAP application interface. At the top, there is a banner for 'E-GRANTS' with the ADOT logo. Below the banner, there are navigation links: 'My Home', 'My Applications', and 'My Reimbursement Requests'. On the right side, there are links for 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. Below this, there is a menu bar with links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The main content area shows a 'Back' button and the title 'RTAP Menu - Forms'. Below the title, there is a message: 'Please complete all required forms below.' followed by 'Document Information: RTAP[07/2020-06/2022]Delane Org*-0007' and a 'Details' button. The 'Forms' section contains a table with the following columns: 'Status', 'Page Name', 'Note', 'Created By', and 'Last Modified By'. The table lists two items: 'Training and Events' and 'Materials and Other Training Requests'. The 'Materials and Other Training Requests' item is highlighted with a red box.

Status	Page Name	Note	Created By	Last Modified By
	Training and Events			
	Materials and Other Training Requests			

Under the **Forms** Menu, Click on **Materials and Other Training Requests**.

RTAP Application – Materials Invoicing

E-GRANTS ADOT

My Home | My Applications | My Reimbursement Requests

My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back


RTAP - Materials

Fill out the stuff below

Status:

Invoices Due Now:

FILTER

 Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007	Email Address: dohde@azdot.gov	Phone Number: (760) 238-3503	Expiration Date: 06/30/22
--	--------------------------------	------------------------------	---------------------------

Click on the Plus Sign next to your organization name.

RTAP Application – Materials Invoicing

RTAP - Materials
Fill out the stuff below

Status:

Invoices Due Now:

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00	<input type="text"/>	Choose File No file chosen	11/25/2020	01/22/21		Request Approved <input type="text"/>	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		Choose File No file chosen	11/25/2020	03/01/20		Request Approved <input type="text"/>	<input type="button" value="SAVE"/>
					<input type="checkbox"/>			Choose File No file chosen		N/A		New Request	<input type="button" value="SAVE"/>

Comment

ADOT Comment

[Top of the Page](#)

For Non-ADOT Procured requests, enter the Actual Amount and attach a copy of the Materials Invoice for Supporting Documentation, then click on **SAVE**.

RTAP Application – Materials Invoicing

RTAP - Materials

Fill out the stuff below

Status:

Invoices Due Now:

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00	\$150.00	Download <input type="button" value="Choose File"/> No file chosen	11/24/2020	01/22/21		Request Approved Invoice Submitted	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		<input type="button" value="Choose File"/> No file chosen	11/25/2020	03/01/20		Request Cancelled Invoice Submitted to ADOT	<input type="button" value="SAVE"/>
					<input type="checkbox"/>			<input type="button" value="Choose File"/> No file chosen		N/A		New Request	<input type="button" value="SAVE"/>

Comment

ADOT Comment

If you need to replace the Upload file, click on the **Download** link. Click on **Choose File** to replace the Upload file.

RTAP Application – Materials Invoicing

RTAP - Materials

Fill out the stuff below

Status:
Invoices Due Now:

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00	\$150.00	Download <input type="button" value="Choose File"/> No file chosen	11/25/2020	01/22/21		Request Approved Invoice Submitted	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		<input type="button" value="Choose File"/> No file chosen	11/25/2020	03/01/20		Request Cancelled Invoice Submitted to ADOT	<input type="button" value="SAVE"/>
					<input type="checkbox"/>			<input type="button" value="Choose File"/> No file chosen		N/A		New Request	<input type="button" value="SAVE"/>

Comment

ADOT Comment

Select **Invoice Submitted to ADOT** from the dropdown list. Click on **CHANGE STATUS**.

RTAP Application – Materials Invoicing

The screenshot shows a web application interface for RTAP Materials Invoicing. A confirmation dialog box is overlaid on the page, asking the user to certify the report's accuracy. The dialog text reads: "As required by 2 CFR 200.415, by clicking okay below, the grantee is signing this report. I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I have engaged in local and regional coordination activities to the best of my ability. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative sanctions." The "OK" button is highlighted with a red box.

Below the dialog, the main application interface is visible. It includes a navigation menu with "My Home", "My Applications", and "My Reimbursement Requests". The current page is titled "RTAP - Materials" and prompts the user to "Fill out the stuff below". There are fields for "Status:" and "Invoices Due Now:" with a "FILTER" button.

The main content area displays a table for "Delane Org: RTAP[07/2020-06/2022]Delane Org'-0007". The table has columns for Training Title, Begin Date, End Date, Materials/Other Description, # of Att., ADOT Pro., Amount Requested, Actual Amount, Supporting Documentation, Date Reviewed, Due Date, Amount Paid, Status, and Save. The table contains three rows of data:

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00	\$150.00	Download Choose File No file chosen	11/25/2020	01/22/21		Request Approved Invoice Submitted CHANGE STATUS	SAVE
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		Choose File No file chosen	11/25/2020	03/01/20		Request Approved CHANGE STATUS	SAVE
					<input type="checkbox"/>			Choose File No file chosen		N/A		New Request	SAVE

Below the table, there are sections for "Comment" and "ADOT Comment", each with a text input field and a "SAVE COMMENT" button.

Click **OK**, to certify the invoice is true, complete, and accurate . . .

RTAP Application – Materials Invoicing

RTAP - Materials

Fill out the stuff below

Status:

Invoices Due Now:

Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007 Email Address: dohde@azdot.gov Phone Number: (760) 238-3503 Expiration Date: 06/30/22

Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3	<input type="checkbox"/>	\$150.00	\$150.00	Download <input type="button" value="Choose File"/> No file chosen	11/25/2020	01/22/21		Invoice Submitted to ADOT	<input type="button" value="SAVE"/>
CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5	<input checked="" type="checkbox"/>	\$0.00		<input type="button" value="Choose File"/> No file chosen	11/25/2020	03/01/20		Request Approved <input type="text" value="Request Approved"/> <input type="button" value="CHANGE STATUS"/>	<input type="button" value="SAVE"/>
					<input type="checkbox"/>			<input type="button" value="Choose File"/> No file chosen		N/A		New Request	<input type="button" value="SAVE"/>

Comment

ADOT Comment

Your Invoice is now in **Invoice Submitted to ADOT** status and will be reviewed by ADOT Transit.

RTAP Application – Materials Invoicing

Training Title	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid/Date Paid	Status
Drug & Alcohol Training	06/21/2021	06/22/2021	Drug & Alcohol Manu PO Number PO Date	3	<input checked="" type="checkbox"/>	\$0.00	\$100.00	Choose File No file chosen	04/07/2021	08/06/21		Invoice Paid
Test	01/01/2000	11/20/2001	Test 7 PO Number 100 PO Date 11/20/2000	1	<input checked="" type="checkbox"/>		\$125.00	Download Choose File No file chosen	06/10/2021	01/04/02		Invoice Paid
TEst	01/01/2000	11/20/2001	Test PO Number Test PO Date 11/20/2000	1	<input checked="" type="checkbox"/>		\$125.00	Download Choose File No file chosen	06/10/2021	01/04/02		Invoice Paid
asdfasdf	01/01/2020	01/01/2020	Aaron Test 4	1	<input type="checkbox"/>	\$100.00	\$100.00	Download Choose File No file chosen	08/16/2021	02/15/2021	\$100.00 8/14/2021	Invoice Paid Reimbursement Request

- Reimbursement Request link
- Paid Amounts & Date

RTAP Materials Invoicing Demonstration

Questions ?

THANK YOU!

E-Grants questions can be directed to:

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RTAP specific questions should be directed to:

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